

WEBCASTING OF COUNCIL MEETINGS

Intent This Policy outlines Council's policy for the live audio and video streaming of Ordinary and Special Council Meetings on Council's website, audio and video recording of those meetings, and publishing the audio and video recordings of those meetings on Council's website.

Scope This Policy applies to;

- all Ordinary, Standing Committee and Special Council Meetings of Cairns Regional Council
- Councillors and Officers of the Cairns Regional Council
- Members of the public, both as visitors in the gallery and when invited to speak in the Meeting

This Policy excludes Closed Council meetings and confidential items of business.

PROVISIONS

Public Ordinary, Standing Committee's and Special Council Meetings held in the Council Chambers will be live streamed on Council's website while the meeting is in progress. The live stream will cease during Closed Council Meetings, confidential items of business and when the meeting ends. Meetings which are held off-site will not be web-broadcasted.

A recording of a meeting will be available for viewing on Council's website approximately 48 hours after the meeting. Closed Council Meetings and confidential items of business in a Council meeting will not be recorded or made available later as a recording.

Council will make every reasonable effort to ensure that a live stream and recording is available. However technical difficulties may arise in relation to live streaming or access to Council's website, and the availability of recordings may be delayed.

Bookmarks may be added to meeting recordings to assist in identifying and navigating the agenda items considered during the meeting.

Recordings of meetings will be accessible on Council's website for a period of at least seven (7) years. Council will retain recordings of meetings in accordance with *Public Records Act 2002*.

Viewing live or recorded audio and video over the internet consumes data – the user is responsible for any charges that a service provider may impose for data usage, particularly over a mobile internet connection.

There may be situations where, due to technical difficulties beyond Council's control a live stream or recording of a meeting may not be available. Every reasonable effort will be made to ensure live streams and meeting recordings are made available on Council's website.

However, Council takes no responsibility for and accepts no liability in the event that live streaming of a meeting, a recording of a meeting, or Council's website is unavailable.

Technical issues may include, but are not limited to, the availability of the internet and network or device failure or malfunction.

At any time during a meeting the Chair (and the Chief Executive Officer) have the discretion and authority to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances for example where statements are or are likely to be made that are considered inappropriate to be published (by streaming or recording) or where disorder arises at a meeting.

Following any meeting, the Chair (and the Chief Executive Officer) have the discretion and authority to direct the exclusion of all or part of any meeting recording that are considered inappropriate to be published.

The minutes of Council meetings will be available to the public generally within 2 working days of the meeting. The minutes will be distributed via the internet and will also be available at the Customer Service Centre located in the Spence Street offices.

Members of the Public

Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded for publication on the council's website. Notice will also be given on Council's website and printed in the Council Meeting Agenda and on Deputation Request forms.

At the commencement of each meeting, the Chair will state that the meeting will be live streamed and that a video and audio recording of the meeting will be made publicly available for viewing on Council's webpage.

It is intended that the standard camera positions will only provide vision of the Councillors and executive council officers who are present at the meeting. As far as practically possible, it is not intended that there be either live or recorded footage of Council officers or the public, however this Policy recognises that there might be incidental capture, for example in the background behind a Councillor and the audio of an officer or member of the public addressing the meeting.

At the appropriate point in the meeting if a member of the public has been granted a Deputation the Chair will call on the person to speak, and they will be directed to a specific location within the Council Chamber. Members of the public who address a meeting will be heard on the live stream, and audio of them speaking will be recorded.

Meetings (or items of business) Closed to the Public

If Council resolve to close a meeting to the public in accordance with Section 275 of the *Local Government Regulation 2012* for the whole of the meeting or any item of business, live streaming and recording will cease (unless provided otherwise in Council's Standing Orders for Council Meetings).

Disclaimer

It is possible that statements could be made which may be regarded as offensive, defamatory, or contrary to law. Statements such as these made in a Council meeting by Councillors, Council officers or members of the public are not protected and may be the subject of legal proceedings and potential liability.

Opinions expressed and statements made during a Council meeting are those of the individuals making them, and not those of Council. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting and which may be contained in a live stream or recording of a Council meeting.

Council does not accept any responsibility for any verbal comments made during Council meetings which may be inaccurate, incorrect or defamatory and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

Copyright

The live streaming and recording is owned by Cairns Regional Council. Access to live streams and recordings of Council meetings is provided on Council's website for personal and non-commercial use.

Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of Council. Copyright remains with Council.



This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

**Human Resources &
Organisational Change**

ORIGINALLY ADOPTED: 25/09/2019

CURRENT ADOPTION: 25/09/2019

DUE FOR REVISION: 25/09/2023

REVOKED/SUPERSEDED:

A handwritten signature in black ink, appearing to read 'John Andrejic', written over a circular scribble.

**John Andrejic
Chief Executive Officer**